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15 AUG 1956

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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Relocation of Payroll Branch, Fiscal Division

1. This memorandum contains a recommendation submitted for DD/S approval. Such recommendation is contained in paragraph 5.

2. In the staff study made prior to the conversion of the payroll system to the Machine Computation Method, it was recognized that the clerical and machine operations should be adjacent to one another for the utmost efficiency. The difficulties experienced since conversion have confirmed this fact. The Management Staff, recognizing the handicap under which the payroll is produced because of the physical separation of the two operating elements, have urged (see attached letter) that they be moved into adjacent areas with a minimum of delay, in order to effect a more economical and efficient operation.

3. At the present time, "E" Wing, second floor Curie Hall is vacant. In view of the advantages which would be gained by locating the Payroll Branch, Fiscal Division on the first floor of this building, it is recommended that the unit of the Office of Personnel now located in "D" Wing, first floor Curie Hall be moved into "E" Wing and the Payroll Branch, Fiscal Division, be moved from the present location in Alcott Hall to "D" Wing, Curie Hall. This move will leave one wing vacant in Alcott Hall and will result in no gain to the Office of Comptroller in total space occupied. However, the Office of Personnel will gain two (2) full bays, or 160 square feet plus connecting aisle space, by acquiring "E" Wing.

4. Supporting this request for space in Curie Hall, the following facts are presented for consideration:

a. In the routine processing of each bi-weekly vouchered payroll, it is necessary to carry by hand or special messenger numerous reports and card files to and from the Offices of the Payroll Branch and the Machine Records Division (and/or the U.S. Treasury Disturbing Office, which is located in the Machine Records Division area), a distance of approximately 1,312 feet. Also, considerable time is lost by personnel of both offices in commuting between buildings because of the close liaison required in establishing controls, reconciling

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discrepancies, and furnishing the Payroll Branch with information on individual cases while complete files are being utilized in mechanical processing. It has been estimated that during the course of each pay period this distance is covered at least 182 times for a total of 230,704 feet, or 45 miles. Approximate sizes of files regularly transmitted are as follows:

- (1) [REDACTED] Time and Attendance Report Cards.
- (2) [REDACTED] Current period changes to Permanent Change Cards.
- (3) [REDACTED] Permanent Change Cards.
- (4) [REDACTED] Card Checks.
- (5) [REDACTED] Employee Statement of Earnings and Deduction Cards.
- (6) A Permanent Change Card History File which will gradually increase to [REDACTED] cards by the end of each calendar year.
- (7) A Time and Attendance Report Card History File which will increase to [REDACTED] cards by the end of each calendar year.

b. Every effort has been made to minimize the time loss in transportation between offices. The result has been to create abnormal peak loads and lulls in the processing. Inclement weather conditions frequently contribute further to delays in the movements of personnel and material.

c. Inclusive of the lost time and inconvenience caused by the separation of the Payroll Branch and the Machine Records Division, the following advantages would also be realized by moving the operating elements adjacent to one another.

(1) Machine Records Division equipment could be moved for temporary periods directly into the Payroll Branch for operations such as:

- (a) Merging current period changes into the Permanent Change Card File.
- (b) Merging history Permanent Change Cards into the cumulative history Permanent Change Card File.
- (c) Merging current period Time and Attendance Report Cards into the history Time and Attendance Report Card File.

These operations would make it unnecessary to remove the Permanent Change Card File, the Permanent Change Card History File and the Time and Attendance Report Card History File from the Payroll Branch at any time.

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(2) Other payroll data records could be moved more easily between adjacent areas than over the long distances between the current locations of the operating elements.

d. Location of the Payroll Branch in an area in close proximity to the Machine Records Division should lead to closer contacts between employees of the two units. These relationships would tend to promote mutual understanding of procedures and problems and make possible the more effective utilization of personnel in both organizations.

5. In order to facilitate payroll processing, it is recommended that the following moves be accomplished expeditiously:

a. Move the unit of the Personnel Office, now located in "D" Wing, first floor Curie Hall, into the vacant "D" Wing, second floor Curie Hall.

b. Move the Payroll Branch, Fiscal Division, from "D" Wing first floor Alcott Hall to "D" Wing, first floor Curie Hall.

c. Move Fiscal Processing and Claims Branches, Fiscal Division, first floor Alcott Hall, into Wing "D," leaving Wing "C" Alcott Hall vacant.

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E. R. SANDERS
Comptroller

Distribution:

- 0 & 2 - Addressee
- 1 - Chief, Fiscal Division
- 1 - Management Staff
- 1 - Machine Records
- ✓ 1 - Signer's

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